



What to Expect During the PIV-I Enrollment Process

When scheduling your Enrollment into the Carillon Federal Services PIV-I Service, it is important to remember to plan ahead and allow for ample time to appear for your appointment.





Please remember to bring with you and present the following documents upon arrival:

-  • Your unsigned Digital Credential Request form
-  • Two (2) pieces of Government Issued IDs. Please consult the Digital Credential Request form for the list of acceptable ID documents you may bring. Remember that one (1) or both pieces of identification **MUST** contain your photo, date of birth, and gender.

Note

Any applicants who present themselves at their scheduled appointment without these documents, or some documents missing, will unfortunately be turned away. **ABSOLUTELY NO EXCEPTIONS.**

You will be welcomed by the friendly and professional staff at the Enrollment site, where you will be asked to present your paperwork and identification documents for processing. The Agent will then proceed to:

-  • Scan your identification documents
-  • Guide you through the electronic fingerprinting capture process
-  • Take your picture
-  • Sign and scan your Digital Credential Request form

All documents collected by our Agents for processing will be returned to you, and you may be assured that all personal information that will be collected is held to a high standard of protection.

The expected processing time should be no longer than 20 minutes. Once your credential is ready, an Agent will call you forward and present you with your new credential awaiting activation.

To activate the card, you will be instructed by an Agent to choose a PIN for your new credential, use your fingerprint to authenticate to the activation system, and electronically sign the Subscriber Agreement using your now-activated credential.

And you are done!

